

SIYATHEMBA MUNICIPALITY: FINANCIAL SERVICES: SDBIP SCORECARD

RESPONSIBLE OFFICIAL: G.D NIEUWENHUIZEN (ACTING)

Our mission is to improve the lives of citizens of Siyathemba Municipal Area, through Quality Service Delivery, Communication, environment for Economic growth and intergrated Human Settlements...

Our vision: We as Siyathemba Municipality, commit ourselves to a better life for all through sound economic growth, provision of basic infrastructure, disciplined social welfare, a sound and participative institutional management system, as we stand united...

OPERATIONAL BUDGET

Budget name		Total Budget		Targets								Indicator custodian	Snapshot assessment (annual target)	Progress / deviation	Corrective measures
		Income	Expenditure	Q 1		Q 2		Q 3		Q 4					
Directorate Financial Services	Financial Services	R -	R 145 000	25%		50%		75%		100%		CFO			
	Budget- & Treasury Office	R 17 959 000	R 24 959 500												
	Assesment Rates	R 12 547 000	R -	25%		50%		75%		100%		CFO			
TOTAL		R 30 506 000	R 25 104 500												

CAPITAL BUDGET

Budget name		Total Budget		Targets								Indicator custodian	Snapshot assessment	Progress / deviation	Corrective measures
		Income	Expenditure	Q 1		Q 2		Q 3		Q4					
Directorate Financial Services	Financial Services	R 1 875 000	R 1 875 000	25%		50%		75%		100%		CFO			
TOTAL		R 1 875 000	R 1 875 000												

TOTAL

100%

KPA 1: Local Economic Development

KPA Weight

10%

IDP Objective	Indicator of Performance	Baseline	Measurement source	Annual target	Targets								Indicator custodian	Snapshot assessment	Progress / deviation	Corrective measures
					Q1		Q2		Q3		Q4					
To effect local economic development	Capacitating of HDI's	Report on number of bids awarded to HDI's in compliancy with the policy	Quarterly report to Council	60%	60%		60%		60%		60%		FS			

KPA 3: Municipal Transformation and institutional development				KPA Weight			20%									
IDP Objective	Indicator of Performance	Baseline	Measurement source	Annual target	Target								Indicator custodian	snapshot assessment	Progress / deviation	Corrective measures
					Q 1		Q 2		Q 3		Q4					
To effectively and effieciently manage transformation and institutional development in the municipality	Skills Development and Training	100% Budget spend on training	Quarterly report to Council	100%	25%		50%		75%		100%		FS			
		Full percentage of claimable funds to be claimed from SETA	Quarterly report to Council	100%	25%		50%		75%		100%		FS			
		Provide 1% of salary bill for training	Quarterly report to Council	100%	25%		50%		75%		100%		FS			
		Draft and submit personal development for S57 and training programme for personnel	Approval by Council	100%	25%		50%		75%		100%		FS			
		Appoint Health and Safety Representative and attend HOS meetings	Quarterly report to Council	100%	100%		100%		100%		100%		FS			
	Human Resource management	All critical posts to advertised and filled	Quarterly report to Council	100%	50%		90%		100%		100%		FS			
	Employee Wellness programme	Assistance with development of an Employee Wellness Programme with regard to financial matters	Approval by Council	100%	25%		50%		75%		100%		FS			
		Availing of departmental speakers on funeral on invitation of families of deceased employees	Quarterly report to Council	100%	100%		100%		100%		100%		FS			

	Labour relations	Attend LLF meetings	Minutes to Council	100%	100%		100%		100%		100%		FS			
		Institute and manage attendance registers and avail same monthly to Finance for payroll purposes	Report to Council	100%	100%		100%		100%		100%		FS			
		Proper management of leave	Quarterly report to Council	100%	100%		100%		100%		100%		FS			
		Attendance of refresher courses on labour relations	Quarterly report to Council	6 dealing with labour matters	100%		100%		100%		100%		FS			
	Organizational structure	Review of departmental organizational structure	Proof of approval	100%	100%		100%		100%		100%		FS			
	Performance management System	Draft and submit the 2011/12 Annual report	Approval by Council	100%	100%		100%		100%		100%		FS			
		Draft and submit the 2012/13 Mid-Year report	Approval by Council	100%	25%		100%		100%		100%		FS			
		Compliance with performance agreements	Quarterly report to Council	100%	100%		100%		100%		100%		FS			
		Cascading of performance KPA's, KPI's and Baseline tasks to lower levels of management: SCM, Budget and Treasury, Income and Expenditure	Quarterly report to Council	100%	100%		100%		100%		100%		FS			

		Schedule monthly departmental meetings with agenda and minutes	Quarterly report to Council	12	100%		100%		100%		100%		FS			
		Submission of SDBIP and PMS Reports	Quarterly report to Council	1	100%		100%		100%		100%		FS			
		Attending CFO forums of Prov. Treasury	Quarterly report to Council	1	100%		100%		100%		100%		FS			
		Quarterly report to Council on the submission of Financial reports	Quarterly report to Council	2	100%		100%		100%		100%		FS			
	Legislative interface	Attend Portfolio, Council and Special Council meetings	Proof of council meetings	4 Council, 4 Portfolio and 8 Special	100%		100%		100%		100%		FS			

		Ensure that meetings are scheduled with political heads of Portfolio Committees to brief same on agenda items and to keep same updated on departmental issues	Proof of meetings	100%	100%		100%		100%		100%		FS			
		Quarterly report to Council on execution of Council resolutions	Quarterly report to Council	100%	100%		100%		100%		100%		FS			
	Development of By-Laws, policies procedures, delegation of powers and strategies	Develop and or review By-Laws, policies, procedures, delegation of powers and strategies and delegate powers to sub-ordinates	Quarterly report to Council	100%	100%		100%		100%		100%		FS			
		Development of in Institutional Disaster risk strategy	Approval by Council of strategy	100%	25%		50%		75%		100%		FS			
		Development of Standard Operating Procedures	Top management approval	100%	25%		50%		75%		100%		FS			
		Submission of risk review report	Submitted responses	100%	25%		50%		75%		100%		FS			
		Submission of PMS and SDBIP reports	Proof of submitted Quarterly report to Council	100%	100%		100%		100%		100%		FS			
	Employment Equity	Advice on Employment Equity implementation with recruitment	Proof of submission to DOL	100%	25%		50%		75%		100%		FS			

KPA 4: Financial management and viability				KPA Weight		50%										
IDP Objective	Indicator of Performance	Baseline	Measurement source	Annual target	Targets						Indicator custodian	Snapshot assessment (annual target)	Progress / deviation	Corrective measures		
					Q1		Q2		Q3						Q4	
Improvement in the Financial Viability and Financial Management of local government;	Local municipality to obtain a clean audit report by 2014	Ensure that all documentation is available on acquisition and disposal processes undertaken by the department.	AG Report	100%	25%		50%		75%		100%		FS			
		GAMAP - GRAP conversion	Bid compliance sign-off	100%	100%		100%		100%		100%		FS			
		Prepare timeous comments on internal and external audit reports	Proof of comments and report to Council		25%		50%		75%		100%					
		Timeous preparation and submission of AFS to AG in new GRAP format	31-Aug-12	100%	100%		100%		100%		100%		FS			
	Budget and IDP Preparation	Draft and submit Budget and IDP Time Table	Report to Council	100%	25%		100%		100%		100%		FS			
		Develop and monitor Service Delivery and Budget Implementation Plan (SDBIP)	Report to Council	100%	100%		100%		100%		100%		FS			
		Development of draft budget	Report to Council	100%	25%		75%		100%		100%		FS			
		Timeously approval of annual budget per MFMA timeframe	Report to Council	100%	25%		100%		100%		100%		FS			
		Preparation and approval of Adjustments budget	Report to Council	100%	25%		75%		100%		100%		FS			

		Ensure 100% collection and receipt of grant funding as per DoRA	Report to Council	100%	25%		50%		75%		100%		FS			
	Indigent management	Verify and register households earning less than R2,400 annually	Quarterly report	100%	100%		100%		100%		100%		FS			
		Monitor indigents on a monthly basis	Quarterly report	100%	100%		100%		100%		100%		FS			
	Budget Control & monitoring	Items to Finance Standing Committee and Council	Quarterly report	100%	100%		100%		100%		100%		FS			
		Submission of Section 71 and other financial reports	Quarterly report	100%	100%		100%		100%		100%		FS			
		Submission of Mid-Year report to Council, National- and Provincial Treasury as per MFMA requirement	Mid-Year Report	100%					100%							
		Report on % of allocated budget spent year to date, excluding staff - not to exceed 5%	Report to Council	5% variance	25%		50%		75%		100%		FS			
		Proper implementation of the SCM policy and ensure functionality of Bid Committees	Report to Council	100%	100%		100%		100%		100%		FS			
		Complying with the awarding of tenders	Report to Council	100%	100%		100%		100%		100%		FS			

Financial management	Monthly budget control, reconciliation of general ledger accounts and report accordingly	Report to Council	100%	100%		100%		100%		100%		FS			
	MFMA S 71 monthly reports to Council, National Treasury, Provincial Treasury	Report to Mayor, Municipal Manager, Provincial- and National Treasury	100%	25%		50%		75%		100%		FS			
	MFMA quarterly reports to Council, National Treasury, Provincial Treasury	Report to Council	100%	25%		50%		75%		100%		FS			
	Performance review with financial personnel	Report to Council	100%	25%		50%		75%		100%		FS			
	Implement an effective system of revenue collection and safekeeping of data as per MFMA	Report to Council	100%	100%		100%		100%		100%		FS			
	Development of Investment Strategy and management thereof	Report to Council		100%		100%		100%		100%		FS			
	Compile and implement a Supplementary valuation Roll	Proof of implementation	100%	25%		100%		100%		100%		FS			
	Report on the implementation Priorities MFMA	Report to Council	100%	100%		100%		100%		100%		FS			

		Management of Investment accounts	Report to Council		100%		100%		100%		100%		FS			
	Debtors management	Annual review and implementation of approved credit control and debt collection policy	Report to Council	100%	25%		50%		100%		100%		FS			
		Writing off of bad debt	Report to Council	100%	25%		50%		75%		100%		FS			
		Management and implementation of cutting-off list on a monthly basis	Report to Council	100%	25%		50%		75%		100%		FS			
		Handing over of all collectable debtors older than 120 days for collection	Report to Council	100%	100%		100%		100%		100%		FS			
	Asset management	Installation of new Financial System	Report to Council	100%	25%		50%		75%		100%		FS			
		Draft and maintain a GRAP compliant asset register	Report to Council	100%	25%		50%		75%		100%		FS			

KPA 5: Good governance and Public participation				KPA Weight	##											
IDP Objective	Indicator of Performance	Baseline	Measurement source	Annual target	Target								Indicator custodian	snapshot assessment (annual target)	Progress / deviation	Corrective measures
					Q 1		Q 2		Q 3		Q4					
To strengthening Good Governance, Community Participation and Ward Committee Systems in local government	Public communication and participation with community on local government matters	Draft quarterly newsletter on finance matters and current issues within the municipality	Proof of information leaflet	4	25%		50%		75%		100%		FS			
		Attend quarterly Council Meets the People meetings	Minutes approved by Council	12	25%		50%		75%		100%		FS			
		Submit report on public participation expenditure	Quarterly report to Council	1	25%		50%		75%		100%		FS			
		Schedule budget and IDP consultative meetings	Proof of meetings	6	25%		50%		75%		100%		FS			
		Workshop all newly adopted policies and By-Laws with personnel	Proof of communication	1	100%		100%		100%		100%		FS			
	Functionality of Ward Committees	Quarterly report to Council on matters raised by Ward Committee	Proof of submission	4	100%		100%		100%		100%		FS			
	Functioning of IGR systems	Attend Local IGR meetings	Quarterly report to Council	4	100%		100%		100%		100%		FS			
	Management of complaints and community feedback	Ensure registration and handling of service delivery complaints	Quarterly report to Council	100%	25%		50%		75%		100%		FS			
		Give instant feedback to community members on disruption of services	Approval by Council	100%	100%		100%		100%		100%		FS			